



63rd District Court Mobile Check-In User's Guide *for Attorneys*



Michigan State Court Administrative Office
Judicial Information Systems
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Introduction

The Check-in application provides the capability for court visitors to Check-in for their cases electronically, and for court clerks to view and manage the court calendar online. Court Clerk and Attorney roles for Kent County, 63rd District Court are supported via Desktop Browser and Mobile Web.

This manual supports the Attorney's version of the Mobile Check-in application.

1. Quick Response Code (QR Code)

A Quick Response Code is the trademark for a type of matrix barcode or machine readable optical label that contains information about the item to which it is attached.

You must first download a QR reader application to your smartphone to be able to scan and use the QR Code below. Here are two examples of QR Reader applications that you can find in your mobile phone's "Play Store" (Android OS) or iTunes (Apple OS).

Open Play Store or iTunes and search for:

1. QR Droid (Android OS)
2. QR Reader for iPhone (Apple OS)

Once you've found and downloaded the QR Reader for your phone, just scan or take a picture of the QR Code below, and this will take you directly to a link to the Mobile Check-In application.

Attention Attorneys:

Please **Check In** for yourself & your client(s) on your smartphone at:

<https://secure.courts.michigan.gov/CheckIn>



***If your case does not appear in the app, please check in at the front counter**

Link: <https://secure.courts.michigan.gov/CheckIn>

2. Attorney Acknowledgement Page

Read, click the “I Accept” check box and click the “GO TO CHECK-IN” button to navigate to the list of cases.

Verizon 11:25 AM 80%

secure.courts.michigan.gov

MICHIGAN COURTS
One Court of Justice

CHECK-IN

Application Disclosure

I confirm that I am an Attorney of the Michigan State Bar

By clicking "I Accept" below, I certify all of the following is true:

(1) I am an attorney licensed to practice in Michigan and am currently in good standing;

(2) The bar number I input is my own and not assigned to anyone else;

(3) I am currently in the building, will remain in the building, and I am ready to proceed on each case I have checked in on;

(4) I will not check in my client(s) unless they are also in the building and ready to proceed; and

(5) This website is for attorneys only at this point, so I will not share the website with the public or my client(s).

☒ I Accept

GO TO CHECK-IN

3. View and Filter Case List

When you land on the Case List page, you will see and be able to scroll through the entire caseload. Cases are color coded according to activity.

Case List Color Codes and Definitions:

- RED** Case Color showing new case with no activity yet
- YELLOW** Case Color showing a partial check-in
- BLUE** Case Color showing there is a message to be viewed
- GREEN** Case Color showing a full check-in, no message flags, and the Case is ready to be called

Filtering Cases:

Cases can be filtered by bar number, party name (includes attorney name) or judge in order to make the list manageable. Please note that searching by case number or attorney name will show the cases that have been checked in. Searching by bar number will NOT show the Cases that have been checked in. Once case is found, click the large plus sign to show the list of parties to be checked in.

Filtering Cases

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FIND YOUR CASE: —

CLEAR FILTER

Bar Number: Bar Number

Case #: Case #

Party Name: Party Name

Courthouse: Kent County District

Judge: Select a Judge

Case #D1404237
People of STATE OF MICHIGAN
vs PIELL JESSICA MARIE
Judge O'HARA
Room #CRTRM 2
(2ND FLOOR)
Checking In Progress

Case expanded showing list of parties to be checked in

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Case #D1403169
People of STATE OF MICHIGAN vs GURUMENDI JEREMY BABILA
Judge SMOLENSKI
Room #CRTRM 1
(2ND FLOOR)
Not Checked In 8:30 AM

Check in as:
☐ I am a Substitute Attorney

Prosecution
☐ FORSYTH WILLIAM A, Prosecution Attorney

Defense
☐ SPRINGSTEAD GARY K, Defense Attorney
☐ GURUMENDI JEREMY BABILA, Defendant

Check In

4. Check In Parties to a Case

Click the box next to the party you wish to check in. This will enable the “Check In” button. Click the Check In button, enter Bar Number and click the Confirm Check In button.

Attorney – Party Clicked and “Check In” button enabled.

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(2ND FLOOR)
Not Checked In
8:30 AM

Check in as:

☐ I am a Substitute Attorney

Prosecution

☒ FORSYTH WILLIAM A, Prosecution Attorney

Defense

☐ SPRINGSTEAD GARY K, Defense Attorney

☐ GURUMENDI JEREMY BABILA, Defendant

Check In

View Case Details

Case Details:

Case Type: Traffic
Hearing Type: SCHEDULED FOR SENTENCING
Charged Against: 2576251A

Attorney – Enter Bar Number and Confirm Check In

Check-In

Do you want to check-in the below parties?

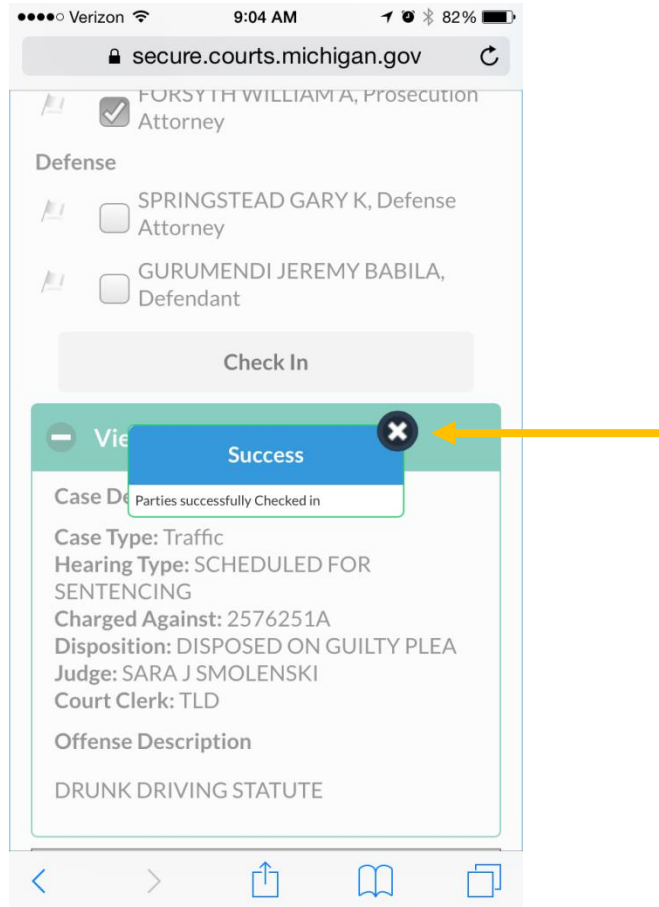
1. FORSYTH WILLIAM A

Bar Number

Bar Number

Confirm **Cancel**

Successful Check In – click “X” to close



5. Substitute Attorney Check In

Substitute Attorney's - Check in by clicking the checkbox next to "I am a Substitute Attorney". The Check In button will be enabled. Click "Check In", another pop up will allow you to enter your bar number and name. Click "Confirm".

Attorney – I am a substitute Attorney checked.

The screenshot shows a mobile app interface for checking in. At the top, the status bar shows 'Verizon', '9:05 AM', and '82%' battery. The app header shows 'secure.courts.michigan.gov'. Below the header, there is a card for 'Judge SMOLENSKI' with details: 'Room #CRTRM 1 (2ND FLOOR)', 'Checking In Progress', and '8:30 AM'. Below this card, the text 'Check in as:' is followed by a checkbox labeled 'I am a Substitute Attorney' which is checked. Below this, there are sections for 'Prosecution' and 'Defense'. The 'Prosecution' section shows 'FORSYTH WILLIAM A, Prosecution Attorney' with a green checkmark. The 'Defense' section shows 'SPRINGSTEAD GARY K, Defense Attorney' with an unchecked checkbox, and 'GURUMENDI JEREMY BABILA, Defendant'. At the bottom, there is a 'Check In' button and a 'View Case Details' button. Below these buttons, there is a card for 'Case #D1404356' with details: 'People of KENT COUNTY vs BURDICK CALEB DAVID', 'Judge O'HARA', and 'Room'. The 'Check In' button is highlighted with a yellow arrow.

Enter your Bar Number and Name, Click "Confirm"

The screenshot shows a mobile app interface for checking in. At the top, there is a blue button labeled 'Check-In'. Below the button, the text 'Please enter your details' is displayed. Below this text, there are three input fields: 'Bar Number', 'Substitute Attorney Name', and 'Substitute Name'. Each input field is highlighted with a yellow arrow. At the bottom, there are two buttons: 'Confirm' (green) and 'Cancel' (red).

Please note that if you have not checked in as a Substitute Attorney, you must see the Clerk!

6. Check In Multiple Cases

The best way to filter for multiple cases is to filter by Bar Number. The “Multiple CheckIn” button will be highlighted when you can check in multiple cases.

1. Click the “Multiple CheckIn” button.
2. Click in the box(s) next to the parties you wish to check in.
3. Click the “CheckIn” button.
4. Click the name of the Attorney.
5. Enter the Attorney’s bar number if necessary. (Bar number is pre-entered if search for cases was performed by bar number.)
6. Click “Confirm” button to check in multiple cases.

Attorney – “Multiple CheckIn” Button highlighted

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FIND YOUR CASE: +

CLEAR FILTER

Bar Number: 023770

Multiple Checkin

Case #D1404356
People of KENT COUNTY vs
BURDICK CALEB DAVID
Judge O'HARA
Room
#CRTRM 2
(2ND FLOOR)
Not Checked In
8:30 AM

Case #D1404773
People of KENT COUNTY vs
HAMMETT ALLEN DOUGLAS
Judge SMOLENSKI
Room
#CRTRM 1
(2ND FLOOR)
Not Checked In
8:30 AM

Select more than one case

Verizon 3:14 PM 98%
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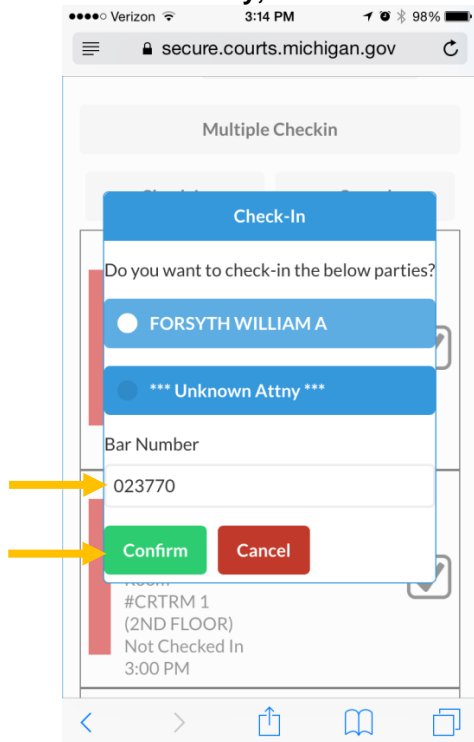
Multiple Checkin

Check In Cancel

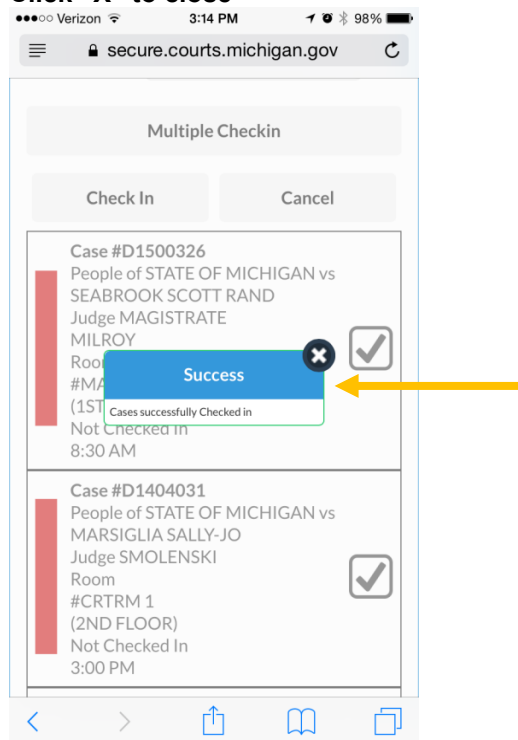
Case #D1500326
People of STATE OF MICHIGAN vs
SEABROOK SCOTT RAND
Judge MAGISTRATE
MILROY
Room
#MAGST CT
(1ST FLOOR)
Not Checked In
8:30 AM

Case #D1404031
People of STATE OF MICHIGAN vs
MARSIGLIA SALLY-JO
Judge SMOLENSKI
Room
#CRTRM 1
(2ND FLOOR)
Not Checked In
3:00 PM

Select Attorney, enter Bar Number and click Confirm



Click "X" to close



7. Best Practice

1. Delete cases and keep the list manageable by “Checking cases in”
2. Filter on Party’s Name for best results. Also filter on Bar Number or Judge’s Name.
3. If you check case in, you are saying that you are in the building, will remain in the building and are ready to proceed on each case checked in.